

PURCHASE REQUISITION

Requisition				
Requisition Number (Filled in by System)	Oracle Preparer (Filled in by System)	Date	Request Originator:	Extension:
				MS:
Division/Section Approval		Date	NEPA Approval	
Business Office Approval		Date		
Directorate Approval		Date		

Requisition Header
Description (of entire requisition)
FireWire cables COUPP 2L
Note to Approver
Justification (To Approver)

Poquisition Entry Defaults

Requisition Entry De	efaults						
Requester Deliver-To-Location		Buyer Note (use attachme	Buyer Note (use attachments)				
Mike Crisler (r		(not Mail Station) PAB	(i.e., Previous PO)	(i.e., Previous PO)			
Suggested Vendor		Suggested Vendor Site		Suggested Vendor Contact Suggested Vendor		sted Vendor	
http://www.usbfire	ewire.com/fcable66.ht				Telepho	one #	
Reference # Need-By-Date		Project/Task/Expenditure Type and Expenditure Organization		Building Maintenance: Yes or No (Circle One)			
	23-Feb-09	40.42.01			FIMS#	FIMS#	
Note to Receiver						Total of Requisition	
						\$147.90	

Requ	isition L	Lines						
Line #	Line Type	PO Line Category	Description (Start with a Noun) (240 Characters Maximum, Enter Additional Description in Cell Below Line Item)	Quantity, U	nit of Measure d Price	Project Information		Split Coding Qty's
			FireWire Cable – Right Angle	Quantity	2	Project	40	
1			Right Angle 6pin to 6pin - 33ft (10 meters)	Unit of Measure	each	Task	40.42.01	
I			PART# RR-CFS-66R09-10MB (10 meter)	Price per Unit	\$34.20	Exp. Type		
			UN Number Hazard Class	Extended Price	\$68.40	Exp. Org.	PPD/EPP	
			FireWire Cable - Left Angle	Quantity	2	Project	40	
			Left Angle 6pin to 6pin - 33FT (10 meters)	Unit of Measure	each	Task	40.42.01	
2			PART# RR-GCFS-66R01-396 (33 FEET)	Price per Unit	\$39.75	Exp. Type		
			UN Number Hazard Class	Extended Price	\$79.50	Exp. Org.	PPD/EPP	
	2			Quantity		Project		
3			COUPP-2L Used the Right-Angle Connectors	Unit of Measure		Task		
3				Price per Unit		Exp. Type		
			UN Number Hazard Class	Extended Price		Exp. Org.		

F.N.A.L. STK. NO. 1335-0200 FL-29 REV 1/2005

Line #	Line Type	PO Line Category	Description (Start with a Noun) (240 Characters Maximum, Enter Additional Description in Cell Below Line Item)	Quantity, Unit of Measure and Price			Project Information	Split Coding Qty's
				Quantity		Project		
4				Unit of Measure		Task		
4				Price per Unit		Exp. Type		
			UN Number Hazard Class	Extended Price		Exp. Org.		
		1				1		
				Quantity		Project		
5				Unit of Measure		Task		
3				Price per Unit		Exp. Type		
			UN Number Hazard Class	Extended Price		Exp. Org.		
				Quantity		Project		
6				Unit of Measure		Task		
0		Price per Unit		Exp. Type				
			UN Number Hazard Class	Extended Price		Exp. Org.		

ITEMS TO BE COMPLETED BY THE REQUESTER:

NOTE: Bolded items **must** be filled-in before requisition can be processed.

- 1. APPROVALS
- 2. REQUEST ORIGINATOR
- 3. DESCRIPTION ON ENTIRE REQUISITION
- 4. NOTE TO APPROVER
- 5. JUSTIFICATION
- 6. REQUESTER
- 7. DELIVER TO LOCATION
- 8. NOTE TO BUYER
- 9. SUGGESTED VENDOR/SITE/CONTACT/TELEPHONE
- 10. REFERENCE #
- 11. NEED-BY-DATE
- 12. PROJECT/TASK/EXP. TYPE AND EXP. ORG.
- 13. BUILDING MAINTENANCE
- 14. NOTE TO RECEIVER
- 15. TOTAL OF REQUISITION
- 16. LINE TYPE
- 17. PO LINE CATEGORY
- 18. DESCRIPTION OF LINE
- 19. QUANTITY
- 20. UNIT OF MEASURE
- 21. PRICE PER UNIT
- 22. EXTENDED PRICE
- 23. PROJECT/TASK/EXP. TYPE AND EXP. ORG.
- 24. SPLIT CODING QUANTITIES

Area for your Division/Section, Business Office, NEPA and Directorate approvals

Name, extension and mail station of person completing the requisition

Short description (240 characters) identifying what is being purchased

Short note (240 characters) to approver

Short note (240 characters) to justify purchase of item

Name of person expecting delivery of item

Location where Fermilab's Receiving Dept. is to deliver the item once it comes in. Mail Station is not a valid location.

Short note (240 characters) to buyer indicating previous P.O. number, and term of service if Line Type is SN, etc., must be placed in Attachments

Your recommendation for selecting a vendor, including name, address, contact, telephone number

Your internal means of identifying a requisition

For Line Types, GR/GN the date is the desired day of delivery, for Line Type, SN the date is the day the service begins,

(Note: for SN, place the term of the service in the "Description" of the line field or "Note to Buyer" in the Attachments)

Project/Task and Exp. Type where entire requisition is charged and Exp. Org. - organization spending the money

Circle Yes or No, if yes is circled FIMS number is required

Short note (240 characters) to Fermilab's Receiving Dept.

Total amount of all items listed on requisition

Valid type used to determine whether item is for goods or services; example: GR (goods receipt), SN (service non-receipt)

Valid category for item being requested; example - clothing, furniture, medical, computers/pc's, etc.

A description for each item and term of service if Line Type is SN (240 character)

The number of units requested per item

Unit of measure for each item requested

The dollar amount you have authorized the Procurement Department to spend for an item

Extended price for each item requested

Project/Task and Exp.Type where line items are charged and Exp. Org. - organization spending the money, if different

from above

Quantities applied to each Project/Task/Expenditure Type and Expenditure Organization